



To	PDVSA Services, B.V.	Date	
	Expediting Department	Fax	+31 - 70 - 3488540
From		Contact	

### PLEASE FILL OUT THIS FORM IN CAPITAL LETTERS

We confirm receipt of your above mentioned facsimile Purchase Order and / or facsimile Change Order and herewith acknowledge acceptance of this order including all terms and conditions.

By returning this form, we declare that all wood used in the boxing/crating, palletizing, skidding, or blocking and bracing of the material on this Purchase Order will have undergone sufficient processing or treatment in compliance with ISPM 15 of the International Plant Protection Convention (IPPC) entitled: Guidelines for Regulating Wood Packaging Material in International Trade. All wood subject to this regulation shall be marked as specified in Anex II of the regulation.

PDVSA PO number : \_\_\_\_\_  
Our reference is : \_\_\_\_\_  
Delivery terms : \_\_\_\_\_  
Confirmed delivery date : \_\_\_\_\_  
Our contact for expediting purposes : \_\_\_\_\_ tel \_\_\_\_\_ Email \_\_\_\_\_  
Our contact for technical purposes : \_\_\_\_\_ tel \_\_\_\_\_ Email \_\_\_\_\_  
Our contact for financial purposes : \_\_\_\_\_ tel \_\_\_\_\_ Email \_\_\_\_\_  
Estimated shipping weight : \_\_\_\_\_ Dimensions : \_\_\_\_\_

We found the following discrepancies in the Purchase Order:

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Our justification / explanation for the discrepancy / late delivery is:

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WE WILL INFORM YOU IN WRITING OF ANY CHANGES DURING ORDER PROGRESS WHICH DEVIATE FROM ABOVE ORDER ACKNOWLEDGEMENT.

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Signature	Name	Position	Date
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**PACKING, MARKING, INVOICING AND SHIPPING  
INSTRUCTIONS FOR VENDORS  
(BGE-417, revision 06-05)**

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**THESE INSTRUCTIONS ARE A PART OF THE TERMS AND CONDITIONS OF THE PURCHASE ORDER AND MUST BE COMPLIED WITH.**

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**I GENERAL INSTRUCTIONS**

Although under the Purchasing conditions it is Vendor's responsibility to ensure suitable packing in seaworthy cases/crates/bundles and airfreight packages, not every Vendor is aware of the conditions of cargo handling during international transfers and transportation.

For this reason, we provide these General Export Packing Instructions as an integral part of our Purchase Order.

**Packing design**

Size and kind of the packing means must correspond to the characteristics and designs of the material to be transported. The following must particularly be considered:

- existing standards and dimensions for packing means.
- good utilization of shipping space.
- avoidance of excessive loading dimensions.
- rational transhipment and storage methods, efficient and fast unpacking of the contents at site.
- stowing possibilities in containers, and further:
  1. Outside measurements of packages must be reduced as much as possible, e.g. by dismantling voluminous parts, in order to save freight volume and cost.
  2. All parts of equipment that may easily be damaged by foreign objects, e.g. window panes, instrument panels, etc., must be adequately protected by sufficiently strong plywood panel or equivalent.
  3. Small parts must be packed in sealed envelopes. On the outside of these envelopes its contents must be clearly indicated (part no. & quantity) preferably by pre-printed self-adhesive labels.
  4. Small parts in envelopes must be packed together in one box or carton and provided with a separate packing list.
  5. All parts that may be subject to corrosion must be adequately preserved by oiling and wrapping in grease proof paper, coated with textile, or equivalent.
  6. All materials with a finished or shiny surface, e.g. aluminium, vinyl, vitrified clay, etc., must be adequately protected with sealant self-adhesive, or sealed plastic wrapping.
  7. Materials that may be damaged by moisture, e.g. electrical conductors etc., must be sealed against moisture penetration.  
In addition, for electronic equipment etc., moisture condensing materials (silica gel) must be enclosed inside the sealed package.
  8. Equipment that may be damaged by shocks from handling must be mounted in a shock absorbing frame inside a strong case or be supported by suitable cushioning materials inside the package.
  9. Each package must be compact and solid, provided with sufficient wrapping.
  10. Packing materials must be capable to sustain weather conditions such as sun and rain, without immediate failure.
  11. Each package must be marked in accordance with the purchase order and these instructions.  
The markings must be applied with waterproof paint or other weather resistant method.  
Marking labels must be firmly attached to each package with minimum two fixtures. Markings must comply with international as well as local rules of exporting and importing country (e.g. corrosives, explosives, etc.).  
It is Vendor's responsibility to comply with the applicable rules.
  12. The use of hay, straw, flax, newspapers is forbidden.
  13. It is Vendor's responsibility to pack dangerous, hazardous cargo in accordance with the international regulations and the directions of shipping- and airfreight companies.

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14. Packing to be strong enough for stacking in ship's holds.

## **II PACKING INSTRUCTIONS**

### **DO NOT COMBINE DIFFERENT ORDERS IN ONE PACKAGE**

All materials shall be road, air, seaworthy packed in strong export packing, unless otherwise specified.

As of May 2005 wooden packing to Venezuela must show a marking that the wood was either treated with Methyl Bromide or has been heat treated and does not present/display evidence of quarantine pests.

All wood used in the boxing/crating, palletizing, skidding, or blocking and bracing of the material on this Purchase Order must have undergone sufficient processing or treatment in compliance with ISPM 15 of the International Plant Protection Convention (IPPC) entitled "Guidelines for Regulating Wood Packaging Material in International Trade". All wood subject to this regulation shall be marked as specified in Annex II of the regulation. Non-conformance will result in confiscation of the entire shipment by Venezuelan port/airport authorities. For specific details, please refer to the IPPC website: [www.ippc.int](http://www.ippc.int).

#### **DOMESTIC, INLAND FREIGHT**

For domestic handling, packages must comply with the above general instructions. In addition the following rules must be observed:

Packages up to 35 kg gross weight must be provided with a facility for hand lifting.

Larger packages must either be provided with pallet type cross members underneath for forklift handling, or with lifting pad eyes or lugs, which are clearly indicated as lifting points.

#### **AIRFREIGHT (CARTONS AND CASES)**

Airfreight packages must comply with the above general instructions. In addition the following rules must be observed:

In addition to volume, the gross weight of airfreight packages must be kept to a minimum. Packing in standard light plywood airfreight cases is preferred. If cartons are used these must be minimum three-ply, closures, corners and edges should be reinforced with strong, wide, self-adhesive tape. Long thin packages may be delivered as bundles, provided the bundling is performed to a good standard with self-adhesive tape or steel or nylon strapping in such a way that no part of the contents can be removed without cutting an extensive part of the strapping. Rectangular packages must be marked on at least two opposite sides, long bundles must be provided with markings at maximum 200 cm intermediate distance.

#### **SEAWORTHY CASES AND CRATES**

These packages must comply with the above general instructions. In addition the following rules must be observed:

1. Cases and crates must be manufactured from new wood, without physical defects such as knots which can affect the natural strength etc. and of sufficient thickness to provide an acceptable gross weight to strength ratio.
2. The bottoms must be provided with cross supports minimum 75 x 75 mm section, maximum 80 cm spaced and sufficiently fixed and secured.
3. Cases of more than 100 cm long must be provided with longitudinal floor beams of sufficient strength, transverse bottom and top cover planking, and vertical planking provided with ample cross and diagonal supports.
4. Top covers must be reinforced whenever required with transverse support in such a way that the unit is capable of carrying three times its own gross weight.
5. Tops and sides must be covered on the inside with plastic foil to shelter the contents against rain. The bottom may not be sealed, as to allow for drainage of condensation etc.
6. Nails used should be of ample length, but not be penetrating inside the case. Twisted nails are preferred.
7. Cases containing loose items must be stowed internally in such a way, that the heavier items are placed on the bottom and lighter materials on top, all securely blocked.
8. The contents must be secured inside each package such as to fix the material against horizontal acceleration forces up to "4 g" and vertical forces up to "2 g" (two times its own mass).
9. Machinery and equipment should be secured by bolting to the cases' floor. For heavy machinery it might be preferable to have lifting eyes fixed to the equipment and sealed at the penetrations through the cover.

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**SEAWORTHY BUNDLES**

These packages must comply with the above general instructions. In addition the following rules must be observed:

1. Steel strapping of bundles must be performed with straps of sufficient strength, in such a way, that no part of the contents may be removed unless 50% of the strapping is damaged or removed.
2. Straps must be applied at maximum 80 cm intermediate distance, and must be tightened and fixed up to the allowable maximum strength stated by its supplier.  
However, if damage to the shipped material may be expected, protective materials must be fixed between strapping and material at both ends.
3. Bundles must be marked with paint as well as with at least two steel or indestructible labels, forming an integral part of, or at least secured on two ends to the steel strapping.

**For packing of dangerous cargo see sections I/13, III and IV.**

**III MARKING INSTRUCTIONS**

Mark two adjacent sides of each package as indicated on the PURCHASE ORDER and mention further:

- Dimensions in centimetres
- Net and gross weight in kilograms
- Package numbers from 1 up (1 of 3, 2 of 3 etc.).

Any markings of technical nature when required in the PURCHASE ORDER and/or accompanying specifications should be strictly adhered to.

Shipping marks should be printed or stencilled with waterproof paint in 1 " (25 mm) letters, or as large as possible.  
PORT MARKS should be in double size letters.

**DANGEROUS CARGO**

It is Vendors responsibility to pack, mark and label **Dangerous Cargo** in accordance with the appropriate RAIL/ROAD/SEA/AIR transport regulations in force (RID/ADR/IMO/ICAO, CARRIERS' AND GOVERNMENTAL REGULATIONS), and to declare the nature of the goods accordingly. VENDOR will be held liable for the consequences of any failure in this respect.

**PROTECTIVE MARKING**

Where applicable, **all** sides of each package shall be stencilled with waterproof paint with appropriate marks in English and Spanish, for example:

**ENGLISH**

FRAGILE  
HANDLE WITH CARE  
THIS SIDE UP  
LIFT HERE

**SPANISH**

FRAGIL  
MANEJAR CON CUIDADO  
ARRIBA  
LEVANTAR AQUI

together with the generally accepted international pictorial signs.

**IV INVOICING INSTRUCTIONS**

**Prepare your invoice in the name of BARIVEN, S.A. c/o PDVSA Services, B.V.**

DO NOT consolidate more than one PURCHASE ORDER on an invoice.

Shipping invoices must be prepared for each individual shipment, regardless whether a partial order is shipped, or whether the Purchase Order is subject to down-payments.

Your invoice must be in the English language, typewritten, manually signed in blue ink, and contain the following information:

- Invoice date and unique number;
- PDVSA Services, B.V. / BARIVEN'S Purchase Order number and Requisition number;
- Item numbers, quantity, description of materials, part numbers (stock numbers if any), unit prices and extended prices;
- Spanish description and Tariff number (as per Purchase Order);
- Delivery terms as per Purchase Order;

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- Country of origin;
- Shipping marks, as stated in the Purchase Order;
- Number and type of packages, gross and net weights in kilograms and dimensions in centimetres;
- In case of **Dangerous Materials**: state all required information as IDMG-code and UN-number, proper shipping name(s) on your invoice and all other documents.
- Supply certification as required by the appropriate authorities. In case of doubt, please check with our Forwarder or ourselves;
- Whether the invoice and your consignment covers a COMPLETE, PARTIAL or BALANCE delivery against the Purchase Order.
- **Your company should mention a VAT rate of 0% on these invoices.**
- **A VAT registration nr. is not required as the materials are for export outside of the E.E.C.**

**IV INVOICING INSTRUCTIONS (continued)**

INVOICES are to be mailed as follows:

a. **Payment Copies**

to: **BARIVEN, S.A.** **1 Original**  
**c/o PDVSA Services, B.V.** (All manually signed in blue ink).  
P.O. Box 17111  
2502 CC The Hague  
The Netherlands  
Attn: Accounts Dept.

When using courier service, use our street address:

to: **BARIVEN, S.A.** **1 Original**  
**c/o PDVSA Services, B.V.** (All manually signed in blue ink).  
President Kennedylaan 19  
2517 JK The Hague  
The Netherlands  
Attn: Accounts Dept.

b. **Shipping copies**

to: Our Forwarder  
(as per instructions received) **1 Original and 8 duplicate invoices, not showing the words "copy" or "pro-forma" and manually signed in blue ink**, together with the packing lists, if required, and despatch note.

c. With **consignment** to delivery address **1 copy** (together with the proper export-customs documentation).

**V PACKING LIST**

A separate packing list must always be prepared in the same number as the invoices, if the packing-specification has not been inserted in the invoice, or does not fit on the invoice-format, or if specifically instructed as per Purchase Order, or by PDVSA Services, B.V., Traffic-department.

A copy of the packing-list must be attached on the outside and the inside of each package in a waterproof envelope as appropriate and also mailed to PDVSA Services, B.V. and the Forwarder, as instructed in section IV and be prepared in accordance with the stipulations as per section I.

**VI CUSTOMS DOCUMENTATION**

Besides the documents mentioned above, Vendor will be responsible for all **EXPORT CUSTOMS DOCUMENTS/CERTIFICATES**, whatever required, to accompany the goods to the delivery point (see also Despatch conditions - section VII Despatch).

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Our Forwarder will be entitled to correct such documents on your behalf and at your cost, if not arranged by yourselves.

**VII DESPATCH**

Goods must be despatched in accordance with the written instructions received from our Forwarder as mentioned in the Purchase Order.

Our Forwarder is receiving a copy of our Purchase Order and is fully authorized to act on our behalf.

**Non-compliance with these instructions can cause delays and, if so decided by PDVSA Services, B.V., Logistic staff, corrective measures can be taken on Vendor's account.**

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